



Natural Resources Conservation Service
1201 NE Lloyd Blvd., Suite 900
Portland, OR 97232

February 7, 2008

OREGON BULLETIN NO. OR-300-2008-5

SUBJECT: LTP – CLEAN-UP OF PRIOR YEAR DEFERRED APPLICATIONS IN PROTRACTS

Purpose. To provide guidance to NRCS Oregon Field Offices on cleaning-up pre-2008 deferred applications in ProTracts..

Expiration Date. September 30, 2009.

In reviewing unfunded applications in ProTracts, it was discovered that there are 776 pre-2008 deferred EQIP applications and 21 deferred WHIP applications. The purpose of a deferred application is to reconsider the application during the next funding cycle. Therefore, there should never be deferred applications that are more than one year old.

Section 512.26 of the Conservation Program Manual defines a deferred application as “An application was not chosen for funding but remains as an active application for the next funding period. Deferred applications can be promoted to the next fiscal year. This action resets the contract year, contract number, fund code, payment schedule, and AERT data; and contract items are removed from the application. This status is set by users with permission to defer applications and triggers the letter shown in Exhibits, section 512.91 B. This status is not applicable to CSP.”

The following actions should be taken to reduce the number of deferred applications based on the fiscal year.

Fiscal Year of Application	Action
2008	No action necessary at this time
2007	Promoted to 2008 for reconsideration or cancelled at producer's request. Can also be marked ineligible if appropriate.
1996-2006	Cancelled after contacting producer.

Cancelled applications should have the reasons noted in the case file, if appropriate, or documented on the application directly. In some cases, applications may have been re-entered instead of promoted leaving a deferred application for a previous year. These applications can be cancelled without contacting the producers. For future funding cycles, deferred applications should be promoted, not re-entered.

/signed/

BILL WHITE
Leader for Programs

Enclosure

cc via website:

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